



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual
3. Complete this form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name:	Philip Baker	Employee ID #:	(b) (6)
Position Title (optional):	Assistant Director, RMS/OAES/OA	PP-Series-Grade (optional):	
Organization (optional):			
Type of Award:	<input type="checkbox"/> On-the-Spot Award (Individual Cash Award (Non-Rating Based)) <input type="checkbox"/> Group Cash Award		
	<input checked="" type="checkbox"/> Individual Cash Award (Non-Rating Based) <input type="checkbox"/> Group Time Off Award		
	<input type="checkbox"/> Time Off Award		

Total Amount of Award (\$):	\$500.00	AND/OR Total Number of Hours:	
Type of Benefits on which the award is based (Cash awards only):	Tangible Benefit <input type="checkbox"/>	Intangible Benefit	<input type="checkbox"/>
Value of Benefit:	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Substantial	<input type="checkbox"/> High <input type="checkbox"/> Exceptional
Extent of Contribution:	<input type="checkbox"/> Limited	<input type="checkbox"/> Extended	<input type="checkbox"/> Broad <input type="checkbox"/> General

Narrative Justification for Award:

This award is given to Phillip Baker in recognition of his quality performance to support the Office of Administrator (OA) with the Agency's space consolidation plan. Phillip has done an outstanding job working with the OA to prepare and move staff's equipment and belongings. He quickly responded to OA's move requests and questions. OA had a successful move due to Phillip's leadership and direction. The Office of Administrative and Executive Services greatly appreciates Phillip's support with OA.

☐ As the Authorizing Official I certify that all necessary concurrences have been gained for approval of this award.